



Native American Youth and Family Center

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The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position:	Events Manager
Department/Program:	Development/Communications
Compensation:	\$57,273 – \$64,263 annually, commensurate with experience
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes 14 paid holidays per calendar year. NAYA also provides medical, dental, vision insurance and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment and NAYA will match employee contribution to their 401K, up to 6%.
Employment Status:	Regular, Full-Time, Exempt
Supervision:	Volunteers
Reports To:	Director of Development
Job Location:	Portland, OR
Created/Revised:	November 2022

Organization Description:

Founded by the community, for the community, Native American Youth and Family Center (NAYA) is rooted in sustaining tradition and building cultural wealth. NAYA provides culturally-specific programs and services that guide our people in the direction of personal success and balance through cultural empowerment. Our continuum of lifetime services creates a wraparound, holistic healthy environment that is Youth Centered, Family Driven, and Elder Guided.

Position Description:

NAYA Family Center events are vital to the celebration and communication of our mission and work. The Development Manager is an integral member of the Development and Communications team, contributing to strategic development of organizational revenue generation goals. The Events Manager will oversee and support event planning, strategy, revenue generation, management, production, and sponsorship. Annual fundraising events include our Annual NAYA Gala, Many Nations Academy Celebration/Luncheon, Native Professionals and Friends Nights, dinners, and other creative donor cultivation events. The Events Manager must have a passion for special event management, provide outstanding communication to staff, vendors, attendees, and volunteers and be able to build strong and positive relationships with donors and partners.

Essential Functions:

Event Planning, Management and Production

- In conjunction with the Director of Development
 - Budget, plan and implement development fundraising events, ensuring events achieve goals
 - Develop long-range master events calendar to strategically schedule events
 - Assist in securing sponsorships, completing online sponsorship applications, sponsor reports and recaps

Essential Functions continued:

- Create and manage timelines and logistics plans for all aspects of NAYA events, including volunteer coordination, staff assignments, sponsorship benefits and communications, registration, and attendance
 - Oversee development of event concept, branding and communications strategies, helping to grow awareness and revenue
 - Develop programming, run of show
- Manage registrations, seating charts and auction catalogs in Greater Giving
- Track and update all written materials to support fundraising events (sponsorship and event marketing information, etc.)
- Track event sponsorships and ticketing, assuring event revenue goals, provide reports as requested
- Provide coordination for volunteer committee meetings
- Manage and coordinate, Native Art contributions/procurement efforts and solicit in-kind donations for fundraising events
- Oversee maintenance of organizational art catalog, make recommendations for auction basket and procurement needs
- Reconcile revenue A/R with NAYA Finance to ensure budget and revenue accuracy

Donor and Corporate Relations and Acknowledgement

- Support NAYA's activities with individuals and groups throughout the event fundraising cycle: identify prospective new supporters and attendees, help educate them about NAYA's impact, engage them in NAYA's mission and community and steward donors and their gifts to NAYA
- Build and maintain relationships with corporate sponsors to assure alignment with corporate funding goals and secure sponsorship support
- Work with NAYA Database Specialist to ensure accurate gift acknowledgement occurs with electronic receipts, letters, and annual gift summary letters
- Provide backup for data entry in Raiser's Edge if needed

Additional Duties:

- Other duties as assigned by the Director of Development
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Represent NAYA with the utmost professionalism at community events and other public relations opportunities
 - Participate actively in cross-departmental team projects as directed by the Director of Development
 - Contribute to fostering a safe and secure environment for community members and staff

Qualifications:

Education & Training:

- Bachelor's degree or equivalent experience
- Understanding of development, fundraising and nonprofit organizations
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the urban Indian experience

Experience:

- Three to four-plus years of demonstrated event management and development experience
- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) *strongly* preferred

Skills:

- Excellent verbal and written communication skills
- Successful experience leading volunteers, with effective management skills and talent development
- Excellent time management skills with attention to detail

NAYA Family Center | Position Description: **Events Manager**

Skills continued:

- Ability to maintain composure in a fast-paced environment
- Ability to work independently as well as a part of a team
- Proficient computer skills including: Event Management software (Greater Giving,) Raiser's Edge Donor Database, Microsoft Office Suite (Word, Excel, PowerPoint), Canva; Trello and Adobe Suite experience helpful

Work Environment: 80% office/home/remotely, 20% outside office including travel time. Much of the position will happen through telework, including video conferencing and telephone, during the COVID-19 crisis.

Physical Requirements:

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Computer, phone, copy machine.

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington state driver license or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy which requires an Oregon or Washington)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf for more information)
3. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regiment) before start date.*

Application Procedures:

Interested candidates should submit:

1. A cover letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current résumé
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

Application Deadline: Open until filled.

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:

Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org